

PERSONNEL SELECTION TECHNICIAN

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: July 29 – August 1, 2002

Collective Bargaining Identification:

Job Analysis Conducted By: Didi Carrasco, SSA, Personnel Examining Section

Number of Incumbents: There are 16 incumbents in this classification per Department of Corrections Filled/Vacant Position Report dated May 31, 2002

Names of the Subject Matter Expert(s) and their background:

Eleanor Rios, Personnel Services Specialist II, Personnel Headquarters

Eleanor Rios currently works as a Personnel Services Specialist II with the CDC Personnel Services Section (PSS), Certification Unit. She has been in this position for one year and two months.

Dee Kujubu, Personnel Selection Technician, PSS, Certification Unit

Dee Kujubu currently works as a Personnel Selection Technician with PSS. for almost three years now. She has been with the Department for four years.

Raemonda Tyra, Supervising Personnel Selection Technician, Personnel Examining Section (PES)

Raemonda Tyra currently works as a Supervising PST. She has been in this position for one year and four months. Rae has been with CDC for two years.

Antonio Richardson, Personnel Selection Technician, PES

Antonio Richardson currently works as a Personnel Selection Technician with PES. He has held this position for one year. He has been with CDC for three years.

PERSONNEL SELECTION TECHNICIAN INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- State Personnel Board Job Specification, Personnel Selection Technician
- Personnel Services Section and Personnel Examining Section - Duty Statements
- State of Missouri Class Specification - Personnel Clerk
- State of Nevada Class Specifications – Personnel Technician I, II, III
- State of Maine Class Specification – Personnel Assistant
- State of New Jersey Class Specification – Personnel Technician

Other sources were viewed for information (e.g., Exam History File, DPA Allocation Guideline); however, the information was not relevant to the job analysis and therefore not included.